

CALIFORNIA COMMUNITY COLLEGES

Board Meeting -- Thursday, January 28, 2016

Ontario Airport Doubletree Hotel

Attendance: Meghan Chen, Gregg Atkins, JamesWiser, Johanna Bowen, Dan Crump, Pearl Ly, Kenley Neufeld, Matt Magnuson, Doug Achterman, Mark Stengal, CarolHutte, Alicia Virtue, Paula Paggi, Darryl Swarm, Evelyn Lord

Absent: Lisa Foley, Kerry Kilber-Rebman

1.0 Housekeeping

1.1 Welcome / President Meghan Chen opened the meeting at 9:30 wishing everyone happy new year twice. (Chinese New Year is February 4.)

1.2 Adoption of the Agenda / President Chen sent the draft agenda a couple weeks ago and also asked for any additions at the start of the meeting. Additions requested: Conflict of interest discussion for board members [consider part of board development, possibly during]. Scholarship [to be included today under dean's and directors section]. The agenda was adopted with additions (moved by Dan Crump, seconded by Doug Achterman, vote was unanimous).

1.3 Approval of the minutes of October 22, 2015 Board meeting / Minutes of 10/22/15 were approved by acclamation.

2.0 Discussion Items

2.1 [Student Equity](#) Funding – update from the field and creation/posting of proposals

Basic Skills - <https://www.dropbox.com/request/n2czSXzo8csawZdYlmaQ>

Student Equity - <https://www.dropbox.com/request/6fanvxgyhRoZyj5lcKoY>

SSSP - <https://www.dropbox.com/request/fkMyOfc56RUsRLE37wbh>

Other - <https://www.dropbox.com/request/I6zgkiy1UYh6vys2W8Gc>[VTEA too]

The following link can be used to VIEW anything that has been uploaded to the folders above.

<https://www.dropbox.com/sh/5zjna57qlqul8c5/AAB4tcA7KY30-brHMjQz6CJEa?dl=0>

CCL Executive Director Gregg Atkins received about 20 responses from the list-serv regarding use of equity funds at colleges throughout the state. He will send out a summary of responses. One confusion was regarding the purchase of textbooks. Textbooks can be purchased for libraries, but not for individual students. Some colleges are hesitant to hire permanent positions (e.g. librarians) because they are afraid the funding is not permanent. Gregg will route the summary along with a link where special funding proposals can be posted. The summary will be posted on the website so that libraries will be ready if funds

need to be spent fast later this spring.

2.2 Finalize Deans & Directors Meeting

- **Scholarship guidelines**

Three complete applications were submitted. Additional questions came in. Applications need to be reviewed in January and February. Approval will be at March board meeting and will be announced at the deans and directors meeting. **Volunteers for reviewing recommendations and making a recommendation: Matt Magnuson, Evelyn Lord, Pearl Ly.**

- **Library Management 101**

Pearl shared a draft agenda and schedule. Gregg will extend time on the meeting room so that the library management group can eat lunch together (separate from the folks drifting in) and discuss hot topics. Board members can join them during lunch.

Suggested nuts and bolts coverage topics:

Funds (IELM, Lottery, etc.)
ACRL Recommendations
ACCJC Requirements
Title 5
FON (Inclusion of Librarians)
50% Law
Basic Skills

Suggestions for leadership panel:

Presence on campus / Visibility on campus / Engagement on campus
Indispensability
Professional learning and engagement
Need librarian recommendations for panel (names: Kenley, Jim Matthews, small singled college librarian)

- Speakers –
 - Meredith Farkas, Portland Community College librarian
Topic will be: Culture of Assessment
 - Julie Todaro, ALA President Elect (Austin CC)
- Assessment training / support
Suggestion to turn this into a workshop topic. People could bring outcomes and work on them. Doug Achterman is turning a list of outcomes from CCCs into a webpage. He can present this at the meeting.
- Luncheon conversations
- Strategic Plan - **How do we see the plan enacted moving forward?**

Meghan Chen and members of the board will present. Copies of the plan will be available. Table topics – **what are they? Assessment training / support? Research methods? Use Student Equity funds to attend assessment conferences/workshops like a scholarship? Include in email to board.**

- Presentation from Scott Lee on survey data (right after Meredith, approx.

15 minutes + questions). Can be used for table discussion. Doug will confirm with Scott.

- Regional groups
- The Friday morning “meeting” part
- Chancellor's Office staff (Kenley will ask)
- Gary Bird is on schedule. Dan Crump will invite Pam Walker.
 - CIO president Irene Malmgren (Meghan will ask)
 - League president Larry Galizio (James Wiser will ask) – **Meghan Chen will invite officially**
 - Consortium director – **James Wiser**

2.3 Spring Workshop – May 11-12, location, topics, speakers

- Library facility design standards; another topic – see Oct. 22 minutes

Library Facility Design Standards: Will Baty, SRJC, has confirmed for full day. (Possible panel, e.g. librarians with recent projects.) Will just completed sabbatical. He has completed 32 consultancies for library facilities. Topics: Why you want librarians involved when you are doing library buildings. State regs. Best practices. Examples. [Workshop planning group: Gregg, Paula, James] [Standards Planning Group: Gregg, Paula, Johanna]

2.4 [Strategic Plan](#) –sustaining forward momentum

Kenley took notes on the Strategic Plan discussion directly on the Strategic Plan spreadsheet. [see spreadsheet for detailed notes/update on plan]

Doug Achterman made motion (seconded by Evelyn Lord, vote was unanimous) to increase payment by \$500 to Scott Lee (original payment was \$1500, but additional request from CCL (think sheet) was added to his scope of work. Total proposed compensation with approval of motion would be \$2000. Doug will ask Scott to provide a 2-page executive summary that can be provided in advance to the March meeting attendees.

CCL needs to have discussion on contract template. This can be part of a future meeting.

Doug Achterman has collected links to all college outcomes and is setting up a webpage to be ready by D&D meeting in March.

Matt Magnuson and Paula Paggi: Many information literacy tools are available in LibGuides and this could be starting point, with customization for CCC perspective. Discussion at D&D about tools to include in LibGuide? Need for maintenance. Also faculty information competency. Need to focus this?

Kenley Neufeld reported that the OEI library workgroup met October 26 and November 30— includes Alicia Virtue Will and Nancy CCL still waiting to see if it can have a seat on the OEI Steering Committee—needs to be non-faculty appointment since ASCCC appoints faculty.

2.5 [Accreditation Standards](#) - (TABLED at October meeting) **What do we need to do for the community?**

Recommendation: Table this topic for discussion that incorporates this into the strategic plan. Some samples of self-evaluations will be available by the time of the retreat. CCL needs to look at how WASC handles libraries. **Action: add to retreat agenda.**

- 2.6 Supporting Incarcerated Students / James Wisner reported. EBSCO no longer provides cd-roms. Possible consortial deal for “library in a box,” originally developed for developing countries. Another idea: librarybox.com
- 2.7 Other legislations that affect the library?– **Baccalaureate degrees, CTE regional activities, other? How to connect libraries to these efforts?**
- James Wisner reported on AB 598 – procurement law for the system. Could allow CCC system to purchase ExLibris without RFP.
 - Gregg Atkins reported that governor only put into his budget \$3 million to help Chancellor’s Office improve security, not money for CENIC or \$4 million for state-wide integrated library system (ILS is connected to CENIC). Conversations are continuing with hope for the May revise. Talking points for system: Save money on district maintenance contracts. Save money on local ILS systems administration. For students—competitive edge.
 - SB1391—inmate education. Face-to-face courses only. Biggest issue is finding space inside facilities. Bachelor’s Degree targeted to correctional facilities: Lassen, Folsom, Chaffey, Antelope Valley. Formerly incarcerated also getting attention. Basic Skills. Kirsten Corbin replacing LeBaron temporarily as an inter-jurisdictional exchange. Grants: Up to \$1.5 million for 3 years. Applications due March 25. Regional workshops
 - Bachelor Degrees: 12 colleges each receiving \$350,000 with lots of freedom on spending. Spending can be on the library

Reports

- 3.1** President (Kenley Neufeld) –
TTAC Report (Gregg Atkins)
CCCCIO (Meghan Chen)
- 3.2** Executive Director Reports (Gregg Atkins)
- Financial Report - CCL Executive Director presented the budget report as of December 2015 [see Attachment 1]
 - Membership Report - there are 99 members as of today's meeting.
 - D&D registration - 78 registered for D&D / 19 registered for leadership
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- 3.3** Consortium and CCL-EAR (James Wisner and Darryl Swarm)
- Consortium: Database subscriptions have increased by 15%. Top new offers Yankee Book Publishing, Chronicle of Higher Education, Nature Publishing. Potential new offers: Kanopy, Ovid Nursing ebooks, Mometrix, Choice, Rittenhouse. ProQuest purchased ExLibris.

- ICOLC (International Consortium of Library Consortia)—will be in Los Angeles this year ; request to support a meal/reception/etc. for the event. Minimum is \$1500. Ask league to donate. Motion made to sponsor \$1500 and ask the League to match (motion by Mark Stengel, seconded by Pearl Ly, vote was unanimous).
- CCL-EAR: Discovery Day is next week (Thursday in Sacramento). Darryl Swarm reported that reviews are underway. Discovery Day will include general discussion of five leading systems, presentation from libraries who are using products, librarian user experience, end-user experience.
- Vendors have complained about some of the older reviews. Will provide a disclaimer (historical review) but not password-protect it. Vendors or users can add comments to reviews.

3.4 Publications (Johanna Bowen) / *Outlook* deadline for reports is Friday, January 29. Next issue will come out next week.

3.5 IEPI Report (Pearl Ly) / First meeting is Friday, January 29. IEPI is looking for reports. IEPI will be soliciting best practices. Professional development portal—classified training. IDEA: Support Classified 101. Use expertise of tech programs. Consider north/south workshops for classified staff. Gaier Dietrich – relevance to service desks. Customer service. Consider something that can be presented locally—online archive. Cheryl Gould presented for InfoPeople in the fall. Mary Ross is another possibility. Need to address and develop at retreat—already on strategic plan.

3.6 OEI – CCL Reps Update - Alicia Virtue and Kerry Kilber Rebman; Dan Crump OEI Librarian Team – Will Breitbach’s update from October & November meetings: Workgroup met twice, once by phone. Looking at how other institutions are incorporating library resources into course management systems. OER is also looking at free modules for information literacy. OEI is working with TurnItIn, but has not been making progress on cost negotiations. There are also competitive vendors. Fifty percent of CCCs are now signed up to use Canvas.

3.6 Library Learning Resources Program Advisory Committee(Dan Crump) – Ensure tutoring centers advise CO – BSI, Student Equity, etc. accreditation. Dan Crump reported on the Annual Data Survey. Advisory committee (LLRPAC) was supposed to review but has not met. Dan has not been able to get a list of members. Pam Walker promised she would get names of committee today (1/28/2016) so that the committee can distribute the survey for 2014/15. LeBaron Woodard is using vacation to finish his doctorate this spring but Kirstin Corbin will start next week, primarily focused on basic skills, but may also serve as LRACCC liaison.

3.7 Academic Senate for California Community Colleges (Dan Crump) Academic Academy will be in March and will focus on equity. Dual enrollment—new regs allow classes to be closed on school campuses. EPI student portal. Question from board member—can we include remote authentication as part of student portal? Assessment. Z-degrees—zero-cost degrees: no textbooks. Library should be involved.

3.8 Regional Reports (all)

4.0 Action Items

4.1 Elect Southcoast Representative

Candidates are: Mary-Catherine Oxford (College of the Sequoias), Leslie Tirapelle (Pasadena City College), WillBreitbach (Shasta College). Motion to appoint Leslie Tirapelle as the South Coast Representative (motion made by Kenley Neufeld, seconded by Alicia Virtue, vote was unanimous).

Upcoming Meetings and Workshops– confirming start/end times (suggested below).

*Deans & Directors Meeting -- Thursday-Friday, March 3-4, 2016 – Sacramento

-- Board meeting begins at 8:30am

*Spring workshop dates (north and south) will be Weds-Thurs, May 11-12, 2016.

*Board Meeting / The board discussed meeting dates for the May meeting and agreed to add a day and change dates to Monday – Tuesday, May 16-17, 2016.

*Retreat: Thursday-Friday, July 14-15 - Santa Barbara City College

The meeting adjourned at 3:50 pm.

Recorded by Evelyn Lord, Secretary / January 28, 2016.

(Transcribed by Gregg Atkins, CCL Executive Director)

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT 2015-16 / DECEMBER 2015**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	101,386.00	0	75,000.00
Miscellaneous**	69,064.00	0	0
TOTAL	170,450.00	0	75,000.00

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	0	0	0
New Funding Mechanisms for ILS	0	0	0
EBSCO Support <i>CCL-EAR</i>	20,000.00	1,474.87	10,038.52
Professional Development & Training	76,000.00		
<i>D & D Mtg</i>	40,000.00	0	0
<i>Workshops</i>	20,000.00	296.75	14,454.86
<i>Area Meetings</i>	1,000.00	152.53	360.59
<i>Special Leadership Proj</i>	11,500.00	0	0
<i>Info Comp Project</i>	3,500.00	0	0
Policy Development	40,000.00		
<i>Board Retreat</i>	15,000.00	0	9,914.62
<i>Board Meetings</i>	25,000.00	385.00	4,449.13
External CCC Group Collaboration	2,500.00		
<i>President's Travel</i>		49.41	1,231.17
Operational Support for Leadership Activities	31,950.00		
<i>Exec Director Salary</i>	10,000.00	833.00	4,998.00
<i>Publications Stipends</i>	3,000.00	0	0
<i>Website & Outlook</i>	5,000.00	130.68	130.68
<i>Supplies & Operations</i>	1,000.00	185.08	525.69
<i>Databases</i>	8,500.00	0	7,922.50
<i>Tax Prep</i>	700.00	0	675.00
<i>Data Survey Analysis</i>	3,000.00	0	0
<i>Misc</i>	750.00	0	0
TOTAL	170,450.00	3,507.32	54,700.76

BEGINNING BALANCE	23,509.84
Income	+0
Expenditures	-3,507.32
ENDING BALANCE	20,002.52

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2015-16**

STATEMENT FOR DECEMBER, 2015

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,000.00	0	12,150.00
Consortium	50,000.00	0	0
Interest	5.00	9.30	46.60
Miscellaneous	0	0	0
CCLC PassThru	0	0	0
TOTAL	65,005.00	9.30	12,196.60

EXPENDITURES	Annual Budget
(None)	0
TOTAL	0

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **BANK OF AMERICA ACCOUNT / TRANSACTION REPORT 2015-16**

STATEMENT FOR DECEMBER, 2015

SAVINGS	
Beginning Balance	316,682.39
Income	9.30
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	313,691.69
<i>Savings Ending Balance</i>	<i>316,691.69</i>
CHECKING Regular Funds	
Beginning Balance	92,134.55
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	0
<i>Ending Balance</i>	<i>92,134.55</i>
CHECKING Current Grant Funds	
Beginning Balance	23,509.84
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	-3,507.32
<i>Ending Balance</i>	<i>20,002.52</i>
CHECKING Old Grant Funds	
Beginning Balance	186,551.74
Income	0
Transfer to Savings	-186,551.74
Transfer from Savings	0
Expenditures	0
<i>Ending Balance</i>	<i>0</i>
ACCOUNT TOTAL	428,828.76